

Town of Dudley
Minutes of the Personnel Board Meeting of August 27, 2020
10:00 AM, Dudley Municipal Complex, Room 321a
Approved 9/8/2020

1. Open Meeting

Lorna Wade opened the meeting at 10:00am. In attendance was Joan Gardecki and Maribeth Marzeotti. Also in attendance was Jonathan Ruda, Town Administrator and Personnel Director and Michelle Jervis, Administrative Secretary.

2. Reorganize Board:

Joan Gardecki motioned to nominate Lorna Wade as Chairman of the Personnel Board. Maribeth Marzeotti seconded. Unanimous Vote. Ms. Wade accepted the nomination.

Maribeth Marzeotti motioned to nominate Joan Gardecki as Vice-Chairman of the Personnel Board. Lorna Wade seconded. Unanimous Vote. Ms. Gardecki accepted the nomination.

3. New Business:

- a. Clerk – Permitting, Licensing and Code Enforcement and Highway Superintendent. – Members of the Board reviewed all of the resumes for the two 40 hour/full time positions and wrote down their top four choices. A Hiring Committee has been formed by the Board of Selectmen who will conduct the interviews the following week. Lorna Wade will be present during those interviews representing the Personnel Board.
- b. Highway Superintendent Position – Members also reviewed the resumes we received for the Highway Superintendent position and prepared a roster. Interviews will take place the week of 9/7/20.
- c. Conrad Allen – Assessor – Mr. Allen came before the Board to discuss the Clerk's position in the Assessor's Office. He is concerned about the pay scale, since it is lower than most positions, and feels the office is a training ground for the town. Also the Clerk's position is not properly labeled. Ms. Petro inspects house, and other important support work that is important for their department. Lorna Wade stated that they recognize that the position was not labeled properly and the money is not rated properly. Jonathan Ruda stated that there are a lot of moving parts and will need to get the funds. All agreed to invite Don Jacobs, consultant from D.I Jacobs, who created our Salary and Compensation Study to come to the next meeting to explain the process.
- d.

6. Next Meeting and Adjournment

The next meeting of the Personnel Board will be on Tuesday, September 9, 2020 at 9:00 AM in the Dudley Municipal Complex, Veterans' Memorial Hall, Room 321-A.

Maribeth Marzeotti motioned to adjourn at 10:45am. Lorna Wade seconded. Unanimous Vote

Respectfully submitted,
Michelle Jervis

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